

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST****KAMPALA****2. AGENCY****STATE****3a. POSITION NO.****101204**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) **7** (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) \_\_\_\_\_

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**SUPPLY SUPERVISOR FSN-805****7**

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)****SUPPLY SUPERVISOR****7. NAME OF EMPLOYEE****8. OFFICE/SECTION****U.S.EMBASSY KAMPALA**

a. First Subdivision

**ADMINISTRATIVE OFFICE**

b. Second Subdivision

**GENERAL SERVICES OFFICE**

c. Third Subdivision

**WAREHOUSE SECTION**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

\_\_\_\_\_  
Typed Name and Signature of Employee Date(mm-dd-yy)

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

\_\_\_\_\_  
Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

\_\_\_\_\_  
Typed Name and Signature of American Supervisor Date (mm-dd-yy)

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

\_\_\_\_\_  
Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

The incumbent oversees the Expendable supply clerks, and is the main person in charge of, and managing of the expendables warehouse. The total value of expendable supplies is \$15 million. Incumbent will deal with employees of all agencies (U.S. Direct Hires and FSNs) in person on the phone or via e-mail.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

The Supply Supervisor maintains a running record of all supplies in the expendable warehouse. Handles all expendable requests for office and Maintenance supplies, and is responsible for the movement of all supplies in and out of the supplies store ensuring appropriate personnel sign approvals and receipts of goods.

The Supply Supervisor is responsible for monitoring of all the Expendable supplies stock levels, maintain minimum stocks especially for the most consumed items and places orders to replenish the stock on time. He should be able to follow up the outstanding orders for the Expendable supplies with both procurement and or the Shipping office. Responsible for implementing automatic renewals of expendable supplies in Integrated Logistics Management System.

The supply Supervisor has to make sure that supplies warehouse is in a tidy and orderly fashion at all times and is

responsible for receiving, packing and storing of new stocks and to ensure that the storage area of supplies store is kept in order and that supplies are protected from dirt and dust. Respond in a timely fashion to all in-coming requests and will be responsible for approving these requests before the supply clerks can act on the same. Coordinate with customers regarding delivery and notification of any items that are not being supplied.

During the inventory period, help the inventory takers in counting and reconciliation. At this time also make sure to identify outdated stock of supplies and have it isolated for disposal in the right and acceptable form.

**BACK-UP DUTIES:** Fill in for the Supervisor in the Non-expendable warehouse when that person is absent, and other duties as will be directed.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education  
Completion of secondary school education O and A level plus a diploma in business management, stores, supplies, procurement or logistical management.
- b. Prior Work Experience  
Two years relevant experience in warehouse management, related work is required with emphasis on practical hands-on responsibility.
- c. Post Entry Training  
On the job.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
Level III English ability (good working knowledge) is required.
- e. Knowledge  
Must have a good working knowledge of warehouse management including: overseeing human resources; receiving and issuing of supplies; storage of goods; control of stock movement; documentation flow; detecting and dealing with stock losses; health and safety; security; quality control; record keeping and reporting; disposal of obsolete and damaged goods; reverse logistics – return of goods and exit strategy in the event of downscaling or shutting down operations.
- f. Skills and Abilities  
Must be tactful, yet effective, in dealing with American personnel relative to inventories of household furnishings and equipment. Must have basic typing and computer skills.

## **16. POSITION ELEMENTS**

- a. Supervision Received  
Property Management Supervisor and General Services Officer and Assistant General Services Officer.
- b. Available Guidelines  
Oral instructions from supervisor.
- c. Exercise of Judgment  
In approving of requests, replenishment of stock and supervising expendable supply clerks.
- d. Authority to Make Commitments  
None
- e. Nature, Level and Purpose of Contacts

U.S. Direct Hire employees and FSNs.

- f. Supervision Exercised  
Expendable Supply Clerks.
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks.